



VETERANS AFFAIRS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	VETERANS AFFAIRS, DEPARTMENT OF	RELEASE DATE:	Thursday, March 11, 2010
POSITION TITLE:	CEA, LEVEL I, ASSISTANT DEPUTY SECRETARY VETERAN MEMORIALS AND CEMETERIES	FINAL FILING DATE:	Friday, March 26, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	03112010_4

POSITION DESCRIPTION

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

Under general supervision from the Deputy Secretary for Veteran Services, the Assistant Deputy Secretary is responsible for the management and supervision of the Veteran Memorials and Cemeteries Division, which includes staff assigned to the State Veteran Cemeteries at Redding, Yountville, and Monterey. Each of these functions is managed by subordinate staff located throughout the state.

- Serve as a member of the Agency's Executive management team. Exercises full management and supervisory responsibility in charge of Veteran Memorials and Cemeteries with responsibility for policy formulation and implementation. Work closely with all Agency and field management staff in making agency wide decisions and implementing the goals and objectives of the Agency's Strategic Plan.
- Provide the full range of management and supervision of subordinates supervisors and staff assigned to the State Veteran Cemeteries at Redding, Yountville, and Monterey.
- Represent the Agency at hearings, meetings, and conferences with organizations such as the National Cemetery Administration, the Legislature, the Governor's Office, State control agencies, local governmental agencies, private organizations, and other appropriate groups with regard to the Agency's cemetery and memorials programs.
- Provide recommendations on seeking federal grants in support of the construction and maintenance of the cemeteries. Apply for appropriate federal grants and provide management oversight for any

grant awards.

- Provide management oversight for issues involving veteran memorials maintained by the State, notably those in Capital Park, Sacramento.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Extensive knowledge and policymaking for information services issues in directing all aspects of veteran memorial and cemetery operations and maintenance. Knowledge and experience in the implementation of federal standards and regulations for state veteran cemeteries. Implementation of Agency information services and security policies statewide and across multiple programs.
2. Knowledge and skill in applying best practices, management trends, and strategic planning. Knowledge of the organization and functions of California State government including the organization and practices of Legislative and Executive Branches, and organization and functions of CDVA.
3. Broad and extensive experience in a management role and the ability to supervise a multi-disciplinary professional staff in Veteran Memorials and Cemeteries. Ability to direct critical and complex studies, and analysis to assess potential benefits and risks. Experience which demonstrates the ability to perform high level administrative and policy influencing functions effectively, and fulfill the administrative or senior management duties of policy development and program administration.
4. Demonstrate the ability to represent the Agency and the Secretary for Veteran Memorial and Cemetery issues before the Legislature, Governor's Office, high-level State managers, departmental management, representatives of the Department of Finance, California Veterans Board, and other

entities outside of the State government system on matters pertaining to the level of service and policy direction of the division and the agency. Provide solid communication skills and effectively represent CDVA before a wide-range of audiences. Ability to provide advice and consultation to the executive staff and other interested groups on the policies and procedures that may impact the department and the Veterans Homes.

5. Broad understanding of the Agency's mission and its veterans cemeteries service needs as it relates to the Agency's widely diverse program activities from long term care in Veteran Homes, to home loan processing in the Farm and Home Loan Program, to federal and state veteran benefits and cemetery operations in the Veterans Services programs.

6. Extensive knowledge and experience which demonstrates the ability to represent the Agency and the Secretary, Undersecretary before the Legislature, Governor's Office, high level State managers, departmental management, representatives of the Department of Finance, California Veterans Board and other outside entities of the State government. Ability to effectively collaborate with the U. S. Department of Veterans Affairs National Cemetery Administration, Department of Finance, Legislative Analysts Office, the Governor's Office and other states' cemetery administrators.

7. Demonstrate the ability to interact with the Secretary, Undersecretary, and the Executive staff, the Assistant Deputy Secretary will have extensive and ongoing contact with a variety of executives (public and private), boards, directors, deputy directors, agency heads, and veteran groups. A high level of involvement by local agencies, officials, and the community are critical to the success of each individual cemetery.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA, LEVEL I, ASSISTANT DEPUTY SECRETARY VETERAN MEMORIALS AND CEMETERIES**, with the **VETERANS AFFAIRS, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

FILING INSTRUCTIONS

Applications must be received by 5:00 p.m. on March 26, 2010. Any applications received after 5:00 p.m. on this date, including those postmarked on this date will not be accepted. Questions concerning this examination should be directed to Kathy Vagg at (916) 653-1799.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length with a font no smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

VETERANS AFFAIRS, DEPARTMENT OF, HUMAN RESOURCES DIVISION
1227 O STREET, ROOM 404, SACRAMENTO, CA 95814
KATHY VAGG | (916) 653-1799 | kathy.vagg@cdva.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VETERANS AFFAIRS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>